

DECLARATION AND ORDER
IN THE SMALL CLAIMS COURT OF RENO TOWNSHIP IN AND FOR
THE COUNTY OF WASHOE, STATE OF NEVADA
(775) 325-6501
Fax: (775) 325-6715

Plaintiff

Phone No.

Email:

VS

Defendant

Case No: _____

Mediation Date: _____

Filed: _____

Phone No.

Email:

DECLARATION OF COMPLAINT

STATE OF NEVADA, COUNTY OF WASHOE

I, the undersigned _____ (Affiant) residing at _____,
declare, either upon my knowledge or my information and belief, defendant(s) is (are) indebted to the plaintiff in the sum of:

\$_____, plus court costs for the following reason(s):

This declarant has demanded payment of said sum. The defendant(s) refused to pay the same and no part has been paid. At the commencement of this action defendant
☐ RESIDES, ☐ DOES BUSINESS, OR ☐ IS EMPLOYED IN THE RENO TOWNSHIP.

Date: _____

Reno, Nevada

PURSUANT TO NRS 53.045 "I Declare under penalty of perjury the

foregoing declaration and attached worksheet are true and correct"

ORDER

THE PEOPLE OF THE STATE OF NEVADA, to the within-named defendant(s): You are hereby directed to appear and answer the foregoing claim, in the entitled court at:

THE RENO JUSTICE COURT, ONE SOUTH SIERRA STREET, RENO, NEVADA

On _____, at _____ reset for _____, at _____
reset for _____, at _____ reset for _____, at _____

**PLAINTIFF AND DEFENDANT MUST EACH BRING ALL BOOKS, PAPERS, PICTURES AND EVIDENCE NEEDED TO
MEDIATION. DEFENDANTS, FOR MORE INFORMATION ON WHAT TO DO NEXT; SEE THE BACK OF THIS PAPER. THE
CLERKS AND JUDGES MAY NOT GIVE YOU LEGAL ADVICE.**

Filed on _____,

reset on _____,

CLERK OF THE COURT

By _____

Deputy Clerk

CERTIFICATE OF PERSONAL SERVICE

State of Nevada, County of Washoe

The undersigned, declares: I as, at the time of the service of the papers herein referred to, over the age of eighteen years and not a party to this action: I served the Declaration and Order in this action by delivering to and leaving with the persons hereinafter named, a copy, at the address and on the date set forth opposite each name below, in Washoe County, Nevada:

Name of Person Served	Street Address and City Where Served	Date of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Place of Service was _____ a business _____ residence of party served other, specify _____

Fee for service \$ _____ Mileage \$ _____ Total \$ _____

I declare under penalty of perjury that the foregoing is true and correct.

Signature of person making affidavit

Agency Name

Agency License Number

INFORMATION FOR DEFENDANTS IN SMALL CLAIMS ACTIONS

1. NON-APPEARANCE: YOU HAVE BEEN SERVED AN ORDER OF THE COURT TO APPEAR FOR MEDIATION IN AN ACTION FILED AGAINST YOU IN THE SMALL CLAIMS COURT OF RENO TOWNSHIP. IF YOU DO NOT WISH TO CONTEST THE PLAINTIFF'S CLAIM YOU MAY: a) MAKE AN OUT-OF-COURT SETTLEMENT WITH PLAINTIFF BEFORE THE COURT DATE OR b) MAKE NO APPEARANCE AT THE TIME, IN WHICH CASE THE PLAINTIFF MAY BE GIVEN A JUDGMENT BY DEFAULT FOR THE AMOUNT CLAIMED, PLUS COSTS.
2. DEFENSES: IF YOU WISH TO CONTEST THE CLAIM AGAINST YOU, YOU MUST APPEAR ON THE DATE SET FOR MEDIATION WITH ALL BOOKS, PICTURES, PAPERS, ETC. NEEDED TO ESTABLISH YOUR DEFENSE.
3. COUNTERCLAIMS: IF YOU BELIEVE EITHER a) THE PLAINTIFF OWES YOU MORE MONEY THAN YOU OWE PLAINTIFF OR b) PLAINTIFF'S CLAIM SHOULD BE REDUCED BY A SUM PLAINTIFF OWES YOU, YOU MUST FILE A COUNTERCLAIM. IF YOU WANT TO FILE A COUNTERCLAIM, CONTACT THE CIVIL CLERK AS SOON AS POSSIBLE. THE PLAINTIFF WILL BE ENTITLED TO 10 DAYS NOTICE OF YOUR COUNTERCLAIM.
4. 10 DAYS NOTICE: YOU ARE ENTITLED TO BE SERVED WITH THIS "DECLARATION AND ORDER" AT LEAST 10 DAYS BEFORE THE MEDIATION DATE. IF YOU ARE SERVED LESS THAN 10 DAYS BEFORE TRIAL, YOU MAY a) APPEAR AND REQUEST A CONTINUANCE OR b) APPEAR AND WAIVE YOUR STATUTORY RIGHT TO SUCH SERVICE, AND PROCEED WITH THE MEDIATION.
5. EVIDENCE: AT THE MEDIATION DATE PLEASE BRING TWO SETS OF COPIES OF ANY DOCUMENTS, PICTURES, STATEMENTS, ETC. THAT YOU WILL PRESENT. ONE SET OF DOCUMENTS WILL BE FOR THE PLAINTIFF AND THE OTHER SET FOR THE COURT SHOULD THE CASE NOT BE ABLE TO BE MEDIATED AND NEED TO BE SET FOR TRIAL.
6. IF YOU HAVE ANY FURTHER QUESTIONS CALL THE COURT AT 775-325-6501